

Boatswain's Mate Force Note

August 2008



Contact Information:

SWE Writer:	BMCM James Nolda	757-856-2593
BM "A" School Chief	BMCS Todd Stein	757-856-2233
Non-Resident Courses:	BMC George Smith	757-856-2175
Cutter Forces POC:	BMCM David Pierce	202-372-2340
	BMCS Roger Fuller	202-372-2336
Boat Forces POC:	Mr. Jeff Wheeler	202-372-2473

First of all let me welcome our new BM SWE Writer to Yorktown, BMCM Jim Nolda and bid a fond farewell to BMCM Tom Baker, our former SWE writer. Tom retired and now works as a civilian employee with CWO Estes on the RBM project at TRACEN Yorktown. Tom, thanks for all of your contributions to the BM rating.

My purpose for writing the Force Note is to keep you informed as to what is going on with the Boatswains Mate rating from this end. What I need from you is what is going on from your end. The more information I have from you, the better I can serve the rating at the HQ level. The quickest method of receiving new and old BM Force Notes is on CG Central under the following link:

[My Workspace](#) : [Career Management](#) : [Enlisted](#) : [My Rating](#) : [Boatswain's Mate](#)

You can also find a copy of the current and only applicable BM EPQ's there. Make sure your people read **ALCOAST 160/08 AND ALCOAST 323/07** for current BM advancement requirements.

The business end:

Current Rating Profile: (July 08)*

	E4	E5	E6	E7	E8	E9	Total
Billets	1482	1583	1324	641	141	65	5116
Body/Billet	134	-51	-7	1	-3	1	135
% Strength	109	97	99	100	98	101	101

*These figures do not include BM's assigned to Non Designated Petty Officer Billets

Enlisted Separation Forecast: (July 08)

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
BMCM									2	3	4	2
BMCS									1	1	1	5
BMC									8	9	8	9
BM1									3	6	2	1
BM2									3	3	2	
BM3									7	2		

Reserve Enlisted Strength/Fill Rate

	E9			E8			E7			E6			E5			E4*			Totals		
	Inv	Body Posn	%	Inv	Body Posn	%	Inv	Body Posn	%	Inv	Body Posn	%	Inv	Body Posn	%	Inv	Body Posn	%	Inv	Body Posn	%
BM	19	5	136%	28	-3	90%	141	-15	90%	148	-280	35%	207	-369	36%	834	484	238%	1377	-178	89%

Reserve Information:

R 011927Z AUG 08 ZUI ASN-A00214000025 ZYB FM COMDT COGARD WASHINGTON DC//CG-13// TO ALCOAST BT UNCLAS //N01001// ALCOAST 373/08 COMDTNOTE 1001
 SUBJ: RESERVE SECTOR COMMAND MASTER CHIEF/COMMAND SENIOR CHIEF/COMMAND CHIEF PROGRAM IMPLEMENTATION 1. THIS ALCOAST ANNOUNCES THE IMPLEMENTATION OF THE RESERVE SECTOR COMMAND MASTER CHIEF (CMC), COMMAND SENIOR CHIEF (CSC), AND COMMAND CHIEF (CC) PROGRAM. THE PROGRAM WILL BE FULLY IMPLEMENTED WITH THE AY09 ASSIGNMENTS.

2. COMMAND MASTER, SENIOR, AND CHIEF PETTY OFFICERS UPHOLD THE HIGHEST STANDARDS AND TRADITIONS OF THE COAST GUARD. COMMAND CHIEFS ACTIVELY PROMOTE COMMUNICATION BETWEEN UNIT COMMANDERS AND THE ENLISTED WORK FORCE AND ALSO ARE COGNIZANT OF RESOURCES THAT SUPPORT PERSONNEL AND THEIR FAMILIES. ASSIGNMENTS TO THESE POSITIONS ARE RESERVED FOR THOSE TRULY

OUTSTANDING INDIVIDUALS WHOSE CAREERS HAVE DISPLAYED EXCELLENCE IN MISSION EXECUTION, ADHERENCE TO CORE VALUES, AND A KEEN UNDERSTANDING OF COAST GUARD POLICIES WITH THE FLEXIBILITY OF MOVING FORWARD WITH ORGANIZATIONAL CHANGES.

3. AS PART OF THE CONTINUED EFFORT TO PROPERLY ALIGN RESERVE CORPS SUPPORT AT THE SECTOR LEVEL, RESERVE POSITIONS WERE IDENTIFIED AND REPROGRAMMED DURING THE SARR PROCESS PLACING SELECTED RESERVE SILVER BADGE BILLETS AT ALL THIRTY-FIVE SECTORS. IN THE NEAR TERM, PERSONNEL FILLING RESERVE SILVER BADGE POSITIONS WILL PROVIDE SECTOR COMMANDERS WITH ADDITIONAL CAPABILITY IN THE DAY TO DAY MANAGEMENT OF RESERVE PERSONNEL. AS RESERVE MODERNIZATION EFFORTS MOVE FORWARD THESE SILVER BADGES WILL PLAY AN INTEGRAL ROLE IN THE ADMINISTRATION, TRAINING, AND MANAGEMENT OF THE RESERVE WORKFORCE ENVISIONED UNDER THE NEW RESERVE FORCE READINESS SYSTEM (RFRS).

4. ASSIGNMENTS TO THESE POSITIONS WILL BE MADE BY CGPC-RPM NLT 1 JULY 2009. APPLICATION PROCEDURES, BILLET VACANCIES, AND SUBMISSION TIME LINES WILL BE PUBLISHED IN A FUTURE ALCGPERSCOM.

5. OFFICE OF RESERVE AFFAIRS, CG-131, POC IS LT RICH LAVIGNE 202-475-5449 OR RICHARD.J.LAVIGNE2(AT)USCG.MIL, CGPC-RPM-2 POC IS YNCS SUCCI 202-493-1710 OR ALBERT.J.SUCCI(AT)USCG.MIL, AND CG-00B POC IS YNCS TRACY RIPKEY 202-372-4532 OR TRACY.A.RIPKEY(AT)USCG.MIL.

6. RDML D. R. MAY, DIRECTOR OF RESERVE AND TRAINING, SENDS.

7. INTERNET RELEASE IS AUTHORIZED.

I am also working with the MST and GM RFMC's and MCPO Murphy in aligning rating requirement with current billet structure/billet requirements within our respective reserve billets.

The Law Enforcement/Security Rating:

As you all know by now the Commandant has approved a new Law Enforcement Rating. This is a status report from OSCM George Ingraham.

Where we are now:

On 06 June 2008 VADM Papp, as then Chief of Staff, signed the decision memo from LETSGO II specifically authorizing the stand up of a new law enforcement / security rating. Later that same day the Commandant was briefed on this decision. ADM Allen took the opportunity to express his approval and reaffirmed his enthusiasm and conviction that this was a major milestone for the Coast Guard. This success was the result of over a year's worth of extraordinary effort by everyone associated with both phases of the LETSGO Project.

LETSGO I was the "Study" phase of the project and identified the need for the new rating, while LETSGO II was the "Validation" phase which answered questions about feasibility and scalability. The June 6th decision memo marked the beginning of the third and final phase of the study, namely "Implementation."

The past several weeks have seen a flurry of activity. The first step was standing up the LETSGO III Implementation team. The team structure is a departure from the model

employed during LETSGO II. The Implementation team, modeled after the IS Rating Implementation team, will rely upon working cells which focus upon and align closely with specific tasks necessary to stand up the new rating. LETSGO III will rely upon the efforts of six working cells: Blue – Performance & Training, Red – Personnel, Green – Resources, Black – Public Information & Policy, White – Human Resource (HR) Measures, and Gold – Reserve Affairs.

Each cell has since convened to identify the critical tasks necessary for a successful implementation of the new rating. During this process the LETSGO III timeline was validated and refined, and an integrated Plan of Actions and Milestones (POAM) was compiled. From all of our work thus far, the LETSGO II prediction of an 18 – 24 month implementation appears wholly achievable.

Other key efforts to date have included development of an implementation plan (integrated with the larger LETSGO effort) of HR Measures recommended in the LETSGO II Final Report. An implementation spend plan has also been put together, and negotiations commenced to secure funding for the project.

Moving forward, thanks to the efforts of LETSGO I & II, we no longer have to conjecture “if” there will be a new rating; that decision has now been made. Now the task before is to define how exactly this new rating will be deployed. Obviously, there is much work ahead. -

MC Ingraham has been an active member of the LETSGO team since day one and we talk on a regular basis. Our rating will likely lose billets to the new rating but I can assure you I am working with the LETSGO team to assist in identifying billets that align more with their world of work than BM. In the end our rating will be the benefactor of this new rating because it will help re-establish core competency focus of driving boats and ships. It will also provide a more robust sea/shore rotation so BM’s can get their sea time for advancement and DWO.

There will be a lateral selection process so keep informed on updates about the rating timelines.

ACE Review:

I recently participated in an ACE review of the BM Rating in Yorktown. I would like to thank the following members for taking the time to participate in this important review of our rating. Our recommended college credit increased substantially thanks to their input. Also a special thanks to Phil Veek of TRACEN Yorktown for representing us at the ACE review of our new BM2/BM1 courses. I understand we made out there also.

E-9: BMCM Dave Pierce
E-8: BMCS Randy Krahn
E-8: BMCS Larry Haas
E-7: BMC George Smith

E-7: BMC John Pender
E-6: BM1 Josh Schaible
E-6: BM1 Justin Bell
E-6: BM1 Nunley
E-5: BM2 Allen
E-5: BM2 Gilliland
E-4: BM3 Bodkin
E-4: BM3 Kline

EPM – BM Assignments:

If you recently made BM3, you likely received the following e-mail. Make sure you follow the directions spelled out in the email closely.

Boats,
Congratulations on your recent advancement to BM3.

Attached is an Excel Spreadsheet with the positions available at this point in the assignment season. Rank order all of these positions (1-16) in the first column, save the updated spreadsheet as "StrikerJul08 _____-_____.xls" (fill in the blanks with your last name - EMPLID) and return it to me as an e-mail attachment, not later than the close of business Sunday, 27 Jul 2008. ** This is not a race. It's not first come, first served. We (the Assignment Officers) will not be reviewing these lists until AFTER the deadline. You may expect to receive orders on or about the 10th of Aug.

Pay particular attention to the column titled "Remarks". If you are not qualified to fill a position based on the listed reference of the Personnel Manual place these positions at the bottom of your rank order. If you desire one of these positions, you must obtain an endorsement by your CO/OIC. This endorsement should be written IAW the applicable Chapter of the PERSMAN and attached as a separate document titled "Endorsement _____-_____.doc (or .pdf) (fill in the blank with your last name - EMPLID). FAILURE TO OBTAIN AN ENDORSEMENT WILL RESULT IN YOU BEING BYPASSED FOR THESE POSITIONS.

I suggest you turn on the "return receipt" option in Microsoft Outlook so you know your reply has been received by this office.

If you have less than 6 years time in service, you will be required to obligate service for 2 years of your new assignment. IF YOU INTEND TO REFUSE TO OBLIGATE SERVICE ADVISE ME IMMEDIATELY. Our goal is to avoid placing a member in a SILO situation (PERSMAN Art 12.B.7.d.2). Failure to communicate this prior to orders being issued may result in either an earlier than desired separation date, or a disapproval of a separation request.

Once again, Congratulations,

Bosun Kerner

Bosn3 J. D. Kerner
Boatswain Mate Assignments
Afloat Units and
Districts 9, 11 & 13
Work: (202)493-1263

(West)<http://www.uscg.mil/hq/cg1/cgpc/epm/AO/BMCentral.asp> (NEW)
(Afloat)<http://www.uscg.mil/hq/cg1/cgpc/epm/AO/BMAfloat.asp> (NEW)

Office of Boat Forces:

Boat Forces Platform Specific “Introduction” Courses:

Since the revamp of BM “A” School this past spring, BM “A” school graduates are no longer merely exposed to the knowledge, skills, and abilities critical to the BM rating (i.e. navigation, seamanship, plotting, etc.). The new course is an intense training program consisting of 12 weeks of resident training, extensive hands-on experience with the up-to-date equipment, such as the Scaleable Integrated Navigations System (SINS), and 3 weeks of actual underway training. In fact, to successfully graduate the new BM “A” School, students must complete all Boat Crew Member “any” tasks and 80% of UTB “type” tasks. The goal of the school is to reduce the break-in period for Boat Crew Member by at least 50%.

After becoming Crew Member qualified, apprentice level BM3’s will follow the ‘aviation training model’ and attend one or several “Introduction” courses based on the boat mix of the unit that they are assigned. For example, a new BM3 reports to STA SHINNECOCK (a unit with 47’ MLBs & 25’ Defender Class Boats), and qualifies as a Crew Member onboard each platform. The BM3 is now qualified to attend each “Intro” Course (MLB course held at the NMLBS and Defender Course held at TRACEN Yorktown).

Each “Intro” course is a 2 to 3 week, platform specific course that teaches all of the coxswain “type” tasks required for qualification. Unlike Coxswain “C” School, where many lesson plans were general in nature, rudimentary and geared towards BMs with very little knowledge or experience, the “Intro” Courses expect that the students are Crew Member qualified for at least 40 hours and are currently breaking-in as coxswains. Lessons plans will include boat handling, navigation runs, basic engineering casualty control drills, towing, trailering (if applicable), etc. Also unique to this level of training is the use of alternative training methods such as small boat simulators, SINS labs, and interactive video demonstrations. The goal of this new paradigm is to relieve the training burden of field units by 80-85%. “Intro” Courses are also open to previously qualified coxswains of other platforms that are now assigned to a unit with an unfamiliar boat mix.

Office of Cutter Forces:

COAST GUARD CHART AND MAP ACCOUNTS

Nautical charts, aeronautical charts, certain digital charts, topographic maps, and related publications are provided to U.S. Coast Guard units at no cost by Mapping Customer Operations (MCO) at the Richmond Map Facility (RMF). RMF is located at the Defense Supply Center Richmond (DSCR) in Richmond, VA.

The DSCR's Mapping Customer Operations has a very informative website (<http://www.dscr.dla.mil/rmf>) that should be bookmarked and visited often. MCO has developed a Customer Assistance Handbook which is a reference tool to obtain the best possible support from RMF. The [Customer Handbook](#) is available on the RMF website. Each unit should download and print the handbook for ready-reference.

The QM/BM rating merger and the creation of the OS rating has lead many to not fully understand the process and procedures for maintaining chart accounts. These notes are being disseminated in an effort to clarify some of the procedures and to give a point of contact should questions arise.

The process of obtaining charts and publications is comprised of six areas; RMF Accounts, Establishment of an Account, DLA Form 1832, Automatic Distribution, Account Maintenance, and Procedures for Procurement of Charts and Publications. These notes address RMF Accounts and DLA Form 1832 because the Form 1832 process is giving many units problems. The other areas will be addressed in future Force Notes.

RMF Accounts

With few exceptions, any Coast Guard unit needing charts and navigation related publications can establish a chart account at the RMF. The primary requirement is for the unit to have a DOD Activity Address Code (DODAAC) which is tied to a unit's physical mailing address. A DODAAC is normally the unit's OPFAC number with the letter "Z" replacing the ATU designator. There is no hyphen in the DODAAC.

OPFAC: 05-15521 = DODAAC: Z15521
OPFAC: 17-20270 = DODAAC: Z20270

For units without their own OPFAC number or for units that share an OPFAC number, other arrangements can be made.

DLA Form 1832

The purpose of the form is to establish and maintain accurate account information on each unit receiving products, provide for product delivery accountability, and to provide access to the RMF Customer Portal website.

RMF's primary means of communicating with commands is via the information contained in the DLA Form 1832. Failure to keep a unit's account information accurate and up-to-date can lead to suspension or cancellation of the account by RMF.

The information provided on DLA Form 1832 must be kept current and reviewed/revalidated **annually** or **as changes occur**. Anytime the Primary or Alternate Account Custodian changes or if relevant contact information such as postal address, command telephone numbers, or e-mail addresses change, a new Form must be submitted. Form 1832 is a web-based form, but it cannot be transmitted to the RMF via the web. The form must be completed online and printed. Once printed, the form must be signed and faxed to RMF.

About 30 days prior to the annual verification date, RMF will send an e-mail to the Primary and Alternate Account Custodians reminding them of the need to revalidate or update the account information. If the Primary and Alternate remain the same and if no changes to the contact information have taken place, the Primary or Alternate can enter the RMF Portal and verify the POC information is correct. Once verified, the account will be considered up-to-date for another year. If the Primary or Alternate Account Custodian has changed and a new Form 1832 was not submitted at the time of the change, a new form must be submitted.

*RMF and Headquarters personnel should not have to track down and continually remind units of the requirement to either revalidate online or to submit a new Form 1832. **It is the unit's responsibility to revalidate the information and to keep the information accurate and up-to-date.** Failure to do so will lead to a unit's account being suspended. If suspended, no charts or publications will be sent via Automatic Distribution and products cannot be requisitioned.*

Form 1832 can be accessed online from the RMF's web site (<http://www.dscr.dla.mil/rmf>). Once at the site, click on the Customer Management link on the left side of page under the MCO Policies and Procedures heading. Then on the right side under the heading Online Forms, click on the link for DLA Form 1832. If you receive any prompts, click OK. You then come to the RMF Account Data Entry Screen. Once entered click "*I want to change some information on my existing account.*" Complete the information online, print the form, obtain the required signatures, and fax the signed form to RMF (Attn: Mr. Pribbenow) at (804) 279-6510. In addition, fax a copy to Mr. Frank Parker (CG-5413) at (202) 372-1931.

There are a couple of areas on the Form that continually give units problems.

- DODAAC: As stated above, in most cases, the DODAAC is normally the unit's OPFAC number with the letter "Z" replacing the ATU designator.
- Special Programs and Products: FLIP products are aeronautical charts and publications usually reserved for aviation use. Fleet Allowance is reserved for cutters.
- Authorizing Officer/Manager: The form indicates a signature is required by an O-5/GS-14 or higher. The form also states that in organizations where the CO/OIC is O-4 or below, his/her signature will be accepted.

When completing the form online, special care should be taken to ensure the DODAAC is correct, all names are spelled correctly, and all e-mail addresses and telephone numbers are correct. Approximately 50% of all submissions are rejected due to failure of the unit to ensure the information is correct. *The content of the form is captured electronically while the form is being completed online and data is used to populate the RMF Customer Account Information database. If any of the information on the form is incorrect,*

corrections cannot be made by RMF. Pen and ink corrections to the form are not permitted and nothing should be handwritten on the form except for the signatures.

Once the Form 1832 has been received by RMF, an e-mail will be automatically sent to the Security Officer listed on the form. The Security Officer will be requested to verify the Security Background Information for the Primary and Alternate custodians. The RMF Customer Portal is classified as an IT LEVEL III System. Per DOD INST 5200.2-R, all users must have a completed Security Background Investigation prior to receiving access. NOTE: RMF is requesting Security Background Information, not security clearance information. Do not list a Primary or Alternate who does not have a current/completed Background Investigation. Please request your Security Officer respond. If the Security Officer fails to respond, the account will not be considered up-to-date. Failure of the Security Officer to respond is the biggest reason accounts are not validated. Once the Security Background Information has been verified, the Primary and Alternate will receive a response with User Names and Passwords for access to the RMF Portal.

If you have questions about completing the Form 1832 or other questions about your unit's RMF account, contact Mr. Frank Parker (CG-5413) at (202) 372-1551 or via e-mail (frank.parker@uscg.mil).

The next set of notes will address the RMF Portal and Maintenance of the Account.

November SWE Information:

BM1	Not Eligible	1353
BM1	Above Cut Previous List	57
BM1	Eligible	125

I have it from a reliable source that using the references listed in the 12/2006 BM EPQ's and the tasks listed in the 12/2006 EPQ's might give you a leg up on preparing for the upcoming BM SWE. Good Luck!

NAVRUL/DWO:

To better align the BM rating advancement requirements and the Boat Forces coxswain certification process, the only NAVRUL exam that I will accept for advancement purposes is the CG Institute NAVRUL exam. The Deck Watch Officer Exam requirements remain unchanged (Module 054xx).

The Performance Technology Center (PTC) at Yorktown is in the process of developing a web-based training tool to support both the NAVRULS and DWO exams.

Officer in Charge Screening Panel:

I recently participated in the Officer in Charge Screening Panel held at CGPC. I want to take this opportunity to pass some important information about your package.

If you go to EPM's websites, you will find a copy of the OIC Screening Precept. The precept letter charges the board with providing EPM with a list of best qualified OIC candidates. It is a very competitive process, as those that have participated can attest to. Individual performance and prior experience are major factors in someone successfully screening.

EPM-1: <http://www.uscg.mil/hq/cg1/cgpc/epm/EPM1default.asp>

EPM-2: <http://www.uscg.mil/hq/cg1/cgpc/epm/EPM2default.asp>

Make sure you and your chain of command READ the screening message. It is very important that the directions spelled out in the message are followed closely. We had some problems with endorsements on some of the packages. The endorsement has to come from the Commanding Officer, not the OIC.

Make sure you get a copy of your endorsement BEFORE the package is sent to EPM. If you have questions about your endorsement, so will the panel. Also, make sure your endorsement recommends you for the mission areas you are certified in. A little secret, the panel is going to screen you for all the mission areas you hold a certification for. Make sure your command recommends you for them; it might be where you end up as an OIC.

Don't send original documents. We found numerous packages that had original OIC review board results in them.

Make sure you have documentation that you are certified OIC in the area you are requesting. If you are put in a OIC billet without a competency, make sure you work with your district review board on obtaining your certification. As it stands right now, being in the billet does not certify you as OIC. Your district board must certify you.

Preparing for the OIC Review Board:

The fall Officer in Charge Review Boards are right around the corner. Sector Mobile is holding their pre-board August 19-20 and D7 is holding their district board the week of October 20th. If you are not certified, you need to go.

There are plenty of resources out there to assist you in preparing for the board. Usually you don't need to look any further than your Officer in Charge. However, if you need some additional information on what to prepare for and how to prepare, there are OIC Colleges available at many Sectors. Here a couple to get you started:

Sector Delaware Bay OIC College web page

<http://www.uscg.mil/d5/sector/delawarebay/OIC%20College.table.htm>

and;

CG Station St. Clair Shores

<http://www.uscg.mil/d9/grudet/units/scs/index.htm>

For some specifics on what to study, and that is key here, study, check out section 4.C.6.e.3.e of the PERSMAN. This section lists the publications, manuals or directives used to evaluate candidates.

Additional OIC Information:

I have been asked on several occasions to publish RFC information as a learning tool for the field. I think when you review this information you will find OIC's and XPO's are not being relieved for arbitrary reasons.

Between 2001 and 2008, we had 5 OIC's relieved where use of alcohol necessitated the relief. DUI and providing alcohol to minors were the leading factors.

Between 2006 and 2008, we had 9 XPO's relieved for misconduct. Alcohol and striking subordinates were two areas leading to the reliefs.

Last but not least:

I have been doing a lot of traveling since taking this job almost a year ago. I have been from Boston to Alameda, Orlando to Saginaw, Charleston to Port Angeles and many points in between with many more to go. I just returned from the commissioning of BERTHOLF in Alameda and a BM "A" school graduation in Yorktown. I will be traveling to Texas and Cape May during the remainder of August and Cape D in September for the 2008 SOSTAG/Surfman Trainer conference. I should have some updated information on current projects by the time the next force note is due (plus up of 87 billets/OIC process recommendations/Navrul/DWO info/Competency updates for HEC's/sea duty requirements).

Be safe,

BMCM Kevin Leask
BM RFMC
202-372-2296

Official Disclaimer: The purpose of these Force Notes is for the sole purpose of passing information to those within the Boatswains Mate Rating. The material contained within may not be official CG policy.